

Communité™ 2.2

Features available at all times	
Return to previous menu	*
Finish a key entry	#
During message playback you may:	
Save current message	1
Forward message to extension	2
Skip to next message	3
Replay current message	4
Rewind 6 seconds	5
Fast forward 6 seconds	6
Delete this message, play next	7
Decrease volume	8
Increase volume	9

Enter the System

1. Dial voicemail system number:

2. Enter mailbox number and passcode.

Enter # to complete the passcode.

Communité Main Menu Options

Manage Voice Messages	1
Manage Fax	2
Manage Email	3
Send Voice Mail	4
Manage Personal Options	5

Manage Voice Messages 1

Listen to New Messages...	1
Listen to Saved Messages...	2
1 Save current voicemail message	
2 Forward message to extension ...	
Enter number followed by # sign	
2) Dial by name	
3) Dial by personal group	
4) Dial by personal contact	
3 Skip to next message	
4 Replay current message	
5 Reply to current message	
1) Call back to this number	
2) Reply using voicemail	
3) Listen to this number again	
4) Call a different number	
6 Play text in message body	
7 Delete this message, play next or	
1) Delete all others with this subject*	
2) Delete all others addressed to this recipient list*	
8 Play envelope information	

* These are silent options and are not spoken.

Manage Faxes 2

Receive New Faxes...	1
Receive Saved Faxes...	2
1 Save current fax	
2 Forward fax to extension ...	
Enter number followed by # sign	
2) Dial by name	
3) Dial by personal group	
4) Dial by personal contact	
3 Skip to next fax	
4 Receive current fax...	
7 Delete this fax, play next or	
1) Delete all others with this subject*	
2) Delete all others addressed to this recipient list *	
8 Play envelope information	

* These are silent options and are not spoken.

Manage Email 3

Listen to New Email...	1
Listen to Saved Email...	2
1 Save current email message	
2 Forward email to extension...	
Enter number followed by # sign	
2) Dial by name	
3) Dial by personal group	
4) Dial by personal contact	
3 Skip to next email	
4 Replay current message	
5 Reply to current email with voicemail	
6 Play text in email body	
7 Delete this email, play next or	
1) Delete all others with this subject*	
2) Delete all others addressed to recipient list*	
8 Play envelope information	

* These are silent options and are not spoken.

Send Voicemail 4

Dial by name	2
Dial by personal group	3
Dial by personal contact	4
Enter one or more extensions (separated by #, end list with ##). Record message....	
1 Send	
2 Review	
3 Rerecord	
4 Set priority	
* Cancel reply and return	

Notes

Manage Personal Options 5

Set User Status	1
Available	1
At Lunch	2
Away from Desk	3
Do Not Disturb	4
Gone Home	5
In a Meeting	6
On Vacation	7
Out of the Office	8
Out of Town	9
Working at Home	10

Set date, time, or both, depending on status selected.

* May not be available to all users.

* Manage Follow Me 2

Turn Follow Me on or off	1
Listen to current configuration options	2
Add a telephone number	3
Edit a telephone number	4
Delete a telephone number	5
Activate/Deactivate call screening	6

* May not be available to all users.

* Activate and Deactivate Rules 3

- 1 Toggle rule on/off

* May not be available to all users.

Manage Personal Prompts 4

- 1 Record voicemail greeting
- 2 Listen to your voicemail greeting
- 5 Record your name
- 6 Listen to your name prompt
- 9 Toggle greeting on and off

*Options 2, 6, and 9 are only heard if the respective prompt exists.

Administrative Options 5

- 1 Personal Groups
- 2 Fax Options
- 3 Passcode
- 4 Playback options
- 5 Notification options

Manage Deleted Messages 7

Manage Deleted Voicemail...	1
1 Save current voicemail	
2 Forward message to extension...	
3 Skip current message	
4 Replay current message	
5 Reply to current message...	
6 Play text in message body	
7 Permanently remove this message	
8 Play envelope information	
Manage Deleted Faxes...	2
1 Save current fax	
2 Forward fax to extension...	
3 Skip current fax	
4 Receive current fax...	
7 Permanently remove current fax	
8 Play envelope information	

Manage Deleted Email...	3
1 Save current email	
2 Forward email to extension ...	
3 Skip current email	
4 Replay current email	
5 Reply to current email with voicemail	
6 Play text in email body	
7 Permanently remove current email	
8 Play envelope information	

Restore All Messages...	4
Erase All Messages...	5

Calendar Access 6

To listen to today's appointments, press 1 followed by #.
To listen to appointments for a specific date, enter the two-digit month, the two-digit date, and the two-digit year.

Access another mailbox folder 8

Follow the prompts to access your custom folders, your Sent Items folder, or your Deleted Items folder. Press 0 to return to your inbox.

Place a call* 9

Enter the telephone number you want to call, followed by #.

- Dial by name 2
- Enter the first 3 characters of your party's last name
- Dial by personal contact 4*
- Enter the first 3 characters of your party's last name

*Ask your administrator if this feature is available to you

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